

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0576714**

POSITION NO: 240113

CLASS CODE: 3630

POSITION TITLE: **Senior Child Development Worker**

Date Posted: **07/02/12**

Closing Date: **07/16/12**

DEPARTMENT NAME: Division of Social Services - Child Care & Development Fund Program - Leupp Early Learning Center

DEPARTMENT NO: 57 WORKSITE LOCATION: Leupp, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday - Friday

Permanent: ☐

SALARY:

Hours: 7:00 am - 6:00 pm

Temporary: ☐

Duration: \$ 26,956.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in overseeing the provision of general child care nurturing, teaching, and development activities for infants and young children in a day care or preschool setting. Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth, assists children in exploring their interests and development of their talents and independence, builds self-confidence, language development and learn how to behave with others; ensures the maintenance of a safe and comfortable environment for infants and young children; supervises children in the classroom, schoolyard, cafeteria or on field trips.

Prepares daily and long term schedules for activities and ensures the comprehensive child development program to include active and rest periods; greets children as they arrive; conducts informal teaching to include small group lessons, one-on-one instruction, and educational play activities; introduces scientific and mathematical concepts through play activities; maintains records of each child's progress and discusses development with parent concerning nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emotion/developmental problems and discusses situations with supervisors and/or parents; participates in parent-teacher conferences; training, planning activities and meetings; coordinates activities and services between various departments, private agencies, and the general public; leads, trains, and coordinates the activities of subordinate staff; performs related work, as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Child Development or Early Childhood Education;

Experience:

and two (2) years of work experience in a childcare setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of the fundamentals of early childhood development and care; knowledge of the policies and procedures governing child development and/or early childhood pertaining to child care; awareness of Navajo traditional cultures and beliefs; and knowledge of standard office practices, procedures, and equipment. Skills in nurturing, motivating, teaching, and guiding children; displaying mature, patient, and understanding behavior among the children; coordinating activities for children such as music, art, drama, and storytelling; maintaining, communicating, and filing accurate records related to childhood development; and skills in supervising staff, and maintaining an open communication and effective working relationships.

License/Certification Requirements:

Valid State Driver's License; Navajo Nation Vehicle Operator's Permit; no DWIs in the past three (3) years (tribal or state). Original State Driving Record required at applicant's own expense, original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toyeyi-Ganado, AZ at applicant's own expense; State Residency Criminal History Background Check and Fingerprinting Check at applicant's own expense due to nature of job duties in working with children and a tribal program, it is a requirement in order to be in compliance with existing federal mandates and laws: P.L. 101-630 (The Indian Child Protection and Family Violence Prevention Act of 1990; P.L. 101-647 (Criminal Control Act, Child Care Worker-Employee Background Checks of 1990).

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99

APPLICATION PROCEDURES

1. All applicants applying for positions within the Navajo Nation Executive Branch must submit the Navajo Nation Application for Employment to be considered. A separate application must be submitted for each position, so appropriate consideration can be provided. The application form must be filled out completely, **signed and dated**. Resumes are optional and cannot be substituted for the application form. If additional space is required, please attach additional sheets.
 2. Candidates must meet minimum qualifications described in the job vacancy announcement to be considered a valid applicant. Assessments will be conducted on all applicants to determine if they possess the qualifications required of the position. Applicants not meeting the minimum qualifications will be notified by the Department of Personnel Management (DPM) no later than thirty (30) calendar days after position closing date. Assessments will be based upon information provided on the application form and attachments.
 3. Candidates are to submit copies of degree and/or copies of transcripts and training certificates to ensure proper credit is given for education and training.
- 57
4. Applications will only be accepted for positions currently being advertised. If an application is submitted for a position not currently being advertised, applicant will be so notified by DPM. The application will be kept on file for a period of six months. The retention of an application does not mean it will automatically be referred for other positions.
 5. Applications must be submitted to the DPM on or before the position closing date to be considered. Any applications received after the position closing date will not be considered and the applicant will be so notified by DPM. Exception: Mailed applications postmarked on or before the closing date.
 6. Faxed applications are no longer accepted by DPM.

FOR PROGRAM USE ONLY

Account No. K110577 - 1228 Funds Available by Department: Yes
Vacancy Date: 01/30/12 Name of last regular status employee: Nita Belone
If new position, position start date: _____

Contact Person: Grace M. Boyne, Program Manager II Telephone: 928-871-6629

Prepared by: Jan James Title: Admin. Assistant Date: 02/29/12

Approved by: Grace M. Boyne Title: Program Manager II Date: 02/29/12

FOR PERSONNEL USE ONLY

Dept. No: _____ Account No. _____ Funds Available: _____

Occupied? _____ Status Code: _____ Name: _____

Classified Title: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

7/2/2012
7/16/2012